

CITY OF NORTHAMPTON
OFFICE OF PLANNING AND DEVELOPMENT

INSTRUCTIONS FOR SUBMITTING A CDBG PROPOSAL
YEAR 23

1. Complete the proposal in its entirety. Do **not** substitute your own format or add extensive documentation.
2. Submit four (4) double-sided copies of the proposal and budget form for each activity proposed to the address below. The submission deadline is Monday March 6th 2006 at 4:30pm:

Michael Owens, CDBG Administrator
Office of Planning & Development
City Hall - 210 Main Street
Northampton, MA 01060

If you have questions regarding the eligibility of your proposed CDBG project please contact Michael Owens at (413) 587-1254.

If you have questions regarding the submission process, please contact Cam Leon, CDBG Administrative Assistant at 587-1286.

The following pages provide additional guidance regarding eligible and ineligible activities and in completing the project description section of the RFP.

COMMUNITY DEVELOPMENT BLOCK GRANT

Consistent with the Primary Objective of Title I of the Housing and Community Development Act of 1974, as amended, at least seventy percent (70%) of CDBG funds to be expended during the program year shall be for activities, which benefit low and moderate-income people. Activities, which prevent or eliminate slums and blight or activities that address an urgent community development need, are also eligible.

SUBJECT TO THE ABOVE, ELIGIBLE ACTIVITIES INCLUDE:

Public Facilities and Improvements - including acquisition, construction, reconstruction, rehabilitation or installation of municipally owned facilities, except as noted below, and also public use facilities such as homeless shelters, battered spouse shelters, halfway houses, group homes, and temporary shelters for disaster victims.

Public Services - including provisions for services for employment, crime prevention, child care health care, drug abuse, education, fair housing, energy conservation, and recreation.

Removal of Architectural Barriers - special projects to increase handicapped accessibility.

Housing - including acquisition, construction, rehabilitation, energy conservation, water conservation, housing program delivery costs and code enforcement.

Historic Preservation - except for buildings for the general conduct of government.

Economic Development - including acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings or structures and assistance to for-profit and non-profit entities which is necessary and appropriate.

INELIGIBLE ACTIVITIES:

These include activities which neither benefit low and moderate income persons nor address slums or blight, or fall into the following categories:

- ❑ Improvements to buildings or portions thereof used for the general conduct of government, except for removal of architectural barriers.
- ❑ General government expenses, including operation and maintenance.
- ❑ Political activities.
- ❑ Rental assistance or other direct income payments to individuals.

INSTRUCTIONS FOR COMPLETING THE PROJECT DESCRIPTION

COMMUNITY DEVELOPMENT BLOCK GRANT

In accordance with U.S. Department of Housing and Urban Development (HUD) regulations regarding project descriptions, the following information is included to assist you in describing your proposed activity.

PUBLIC FACILITIES AND IMPROVEMENTS

Public facilities and improvements are eligible under 24 CFR 570.201 (c). Project descriptions must include the nature of the work to be undertaken and the location(s). Descriptions that merely set forth program objectives in general terms without describing the ***specific*** activities to be carried out with CDBG funds do not meet regulatory requirements.

<u>Examples:</u>	Acceptable:	Street improvements consisting of sidewalk, paving, curb and gutters will be carried out at the following locations.
	Unacceptable:	Funds will be used to support an array of capital improvements in low-income neighborhoods to rejuvenate properties and create open space.

PUBLIC SERVICES

Public services are eligible under 24 CFR 570.201(e). Public services are required to provide a direct benefit to low and moderate income persons/families; therefore, each proposal must describe its method of low and moderate income benefit documentation. General assumptions are not acceptable as evidence of documentation. A casual reference to "intake forms" or the like is also not acceptable unless those forms have been submitted to and approved by the Office of Planning and Development.

Public services do **not** include political activities, payments to individuals for their food, clothing, rent utilities or other income payments, physical improvements or any other activity qualifying as eligible under another category. You must describe the **exact** nature of the service to be provided and its targeted clientele. It is not acceptable to substitute the intent of the activity as its description.

- Examples:**
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| Acceptable: | Senior Meals: Noon meals will be delivered Monday through Friday to approximately 80 senior citizens residing at Shady Manor. |
| Unacceptable: | Senior Services: A variety of services will be offered to meet the needs of low and moderate-income elderly. |
| Acceptable: | Youth Recreation: Sports activities and art classes will be conducted on Saturday mornings for low-income teens residing in the Turner neighborhood. |
| Unacceptable: | Youth Recreation: Recreational activities will be offered to low and moderate income youth to raise their self-esteem. |

HOUSING ACTIVITIES

Housing activities may be eligible under several regulatory citations depending on the nature of the activity (acquisition, disposition, rehabilitation, construction, etc.). Housing activity descriptions must include information on the targeted population or areas (e.g., elderly, very-low income); the type(s) of units that qualify or will be affected (e.g., single-family, multi-family); and whether the assistance is for owner-occupied, renter-occupied or publicly-owned units.

- Examples:**
- | | |
|----------------------|---|
| Acceptable: | Low-interest loans will be provided to low and moderate income residents for elimination of code violations and for other improvements. |
| Unacceptable: | A variety of housing programs will be offered to improve the quality of housing for the City's disadvantaged population. |